

The Town of Cobourg is seeking a full-time Council and Committee Coordinator in the Clerks Department. This position is responsible for providing accurate, technical and timely support in Council and Committee meetings and to the Legislative Services Division.

The primary duties of this position include but are not limited to the following:

- Clerical preparation for Council and Committee meetings including agendas, minutes, scheduling meetings, recording proceedings, managing and administering citizen appointments, and providing procedural support as needed.
- Provide proactive procedural support to Committee Chair, as well as follow-up, including but not limited to letters of decision, research and memos.
- Assist in performing the statutory duties of the Municipal Clerk (Registrar, Official Signatory, Elections Officer, Municipal Freedom of Information (FOI) Requests, etc.) as required by the Municipal Act, the Municipal Elections Act and other related Acts of the Legislature.
- Supports municipal elections and by-elections including preparation of electronic documents, supplies, voter database maintenance and participation in advanced voting and supports all election day operations.
- Act as the Deputy Division Registrar, and Commissioner of Oaths and Affidavits.
- Support the Clerk's Division in administering the Electronic Records Management Program, including making recommendations for amendments and updates, and supports divisional adherence to the policies and procedures associated with the retention and disposal of records.
- Provide legislative and technical support to Committee, Council and senior staff to ensure work of Committee progresses.
- Support the development of reports to Council, Standing Committees and other Task Force and Ad Hoc/Committee on matters pertaining to Committee recommendations and activities.
- Respond to enquiries from Councillors, staff and the general public by phone, email and in person, escalating issues as required.
- Attends Council and Committee meetings as necessary to coordinate the audio-visual and webcasting systems ensuring materials are displayed accurately.
- Conduct research, gather and analyze metrics in response to Council direction.
- Issues marriage licenses, coordinates and performs marriage solemnization services.
- Other duties as assigned.

### **WORKING CONDITIONS:**

- This position will work 35 hours per week Monday through Friday. However, ability to work beyond normal working hours will be required including weekends on occasion.



# Job Posting 24-11

## Council and Committee Coordinator

### EDUCATION/EXPERIENCE/SKILLS:

The successful candidate will possess post-secondary education in Public Administration, Municipal Administration, Law, Political Science or a related. The position requires a minimum of two (2) years' experience in a public sector office environment. Preference will be given to those with experience in a municipal clerks office as well as knowledge related to records management.

Preference will be given to candidates who have completed or are working toward the completion of AMCTO Municipal Administration Program (MAP). Working knowledge of relevant legislation, regulations and statutes, and other applicable statutes and regulations as well as knowledge of municipal administration, privacy, municipal elections, corporate records/information management, are considered assets.

In addition, the successful candidate will have strong research, analytical, customer service, organization, communication (written and verbal) and project management skills. This role will also require excellent computer skills, including working knowledge and understanding of Adobe Acrobat, Microsoft Office and electronic meeting software with the ability to serve as meeting host for electronic meetings. Experience with SharePoint is an asset.

The successful candidate must obtain a Satisfactory Criminal Background Check upon employment and have a valid Class "G" Driver Licence with a satisfactory drivers record and access to a reliable vehicle for work. Valid First Aid and CPR are required or be willing to obtain within 60 days of hire.

### WAGE:

The wage scale for this position is Grade 4 (\$25.83/hr-\$32.29/hr) as per Schedule B of the Collective Agreement for a Inside Workers.

*Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at [humanresources@cobourg.ca](mailto:humanresources@cobourg.ca) no later than **May 22, 2024 at 4:00PM**. We thank all applicants however only those selected for an interview will receive a response.*

*In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*